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ABSTRACT

This guide presents a step-by-step portfolio assessment method for teachers who want to implement portfolio assessment in their classrooms. Portfolio assessment is not neat or tidy in its early stages, but tidy and organized portfolios can be constructed if the outlined steps are followed. These are: (1) storage and establishing a file for each student; (2) determining what the contents should be; (3) establishing a filing system; (4) sorting samples and selecting papers; (5) showcasing examples of work from the portfolios; (6) using the contents to assess progress or to demonstrate achievement; and (7) planning the system for the entire school year. Appendixes present a calendar model for portfolio planning and the calendar form. Throughout the discussion there are numerous illustrations and sample forms for selection and reflection on portfolio contents. (SLD)

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